

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: December 3, 2001

PAYROLL LETTER # 01-024

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: RALPH ZENTNER, Acting Chief  
Personnel/Payroll Operations Bureau**RE: PAYROLL PROCEDURES MANUAL**

Personnel/Payroll Services Division is pleased to announce that the Payroll Procedures Manual (PPM), in its current format, is now available via the Internet. The manual can be obtained by accessing the State Controller's Office web site at the following address: <http://www.sco.ca.gov/ppsd/empinfo/links.htm>, or you can access the PPM via the SCO Homepage at [www.sco.ca.gov](http://www.sco.ca.gov). Click on State Employee, click on State Department/Campus Reference Data, click on Payroll Procedures Manual (PDF version). To access the PPM, you must have Adobe Acrobat Reader software installed on your personal computer.

At this time, the Internet version does not include attachments found in the paper version. The attachments are currently being evaluated, as many are outdated and need to be eliminated.

It is suggested that the manual be downloaded to your personal computer, as navigation through the manual and the "find" feature will be faster. There are two ways to download the PPM to your personal computer depending upon the browser you are using. Once the above site has been accessed, at the link titled "Payroll Procedures Manual (PDF Version)", Netscape users should right click and scroll down to "save link as"; Internet Explorer users should right click and scroll down to "save target as".

Once downloaded to your personal computer, navigation is easy. You can click on the bookmarks on the left side of the document to go to a specific section, or go to the Table of Contents. Within the Table of Contents, you can click a section and that specific section of the manual will be displayed. In addition, the "find" feature will locate all references to a particular word or phrase. To initiate a find command, click on Edit, click on Find and complete the required information and click on Find. The section containing the find word or phrase will be displayed. To access the next reference, click on Find Next.

There will be one more paper revision to the PPM in late January or early February 2002 along with a revision to the Internet version. Thereafter, all revisions will only be done to the Internet version. No paper revisions will be issued.

In March 2002, we will place a revised formatted version of the PPM on the Internet. The new formatted version will eliminate unused "white" space thus reducing the size of the PPM. Also, this version will include attachments.

When the Internet version is updated, we will notify our users via email using the same distribution lists used for personnel/payroll letters. The email will identify those sections of the PPM that were revised. You can then download the updated PPM to your personal computer.

We hope you find this new process beneficial. If you have any suggestions or comments, please email them to [ralphzentner@sco.ca.gov](mailto:ralphzentner@sco.ca.gov).